

Rules Committee Bylaws

Article I. Authorization

Section 1. University Rule

The Rules Committee is one of two organizing committees of the University Senate per 3335-47 and authorized under 3335-5-47.1.

Section 2. Subordination

All activities of the Rules Committee are subject to the University Rules. These Bylaws are likewise subject to, and must be consistent with, the University Rules. Where these Bylaws may differ from the University Rules or such policies, the University Rules or policies will govern.

In questions of procedure and organization which are not specifically covered by these Bylaws or by the Rules, then the current edition of Robert's Rules of Order, will govern.

Article II. Charge.

Section 1. General Charge.

The general charge and responsibilities are authorized and designated under rule 3335-5-47.3 (B). The Rules Committee shall:

1. Be responsible, in cooperation with the secretary of the university senate, for the monitoring of the "Rules of the University Faculty" and of all statutes and bylaws pertaining to the senate.
2. Ensure that all published rules and bylaws within the senate's purview are up to date and recommend their republication at such intervals as may be desirable.
3. Make recommendations for the revision of the procedural rules of the senate.
4. Before senate action, the committee shall receive all proposed new rules and changes in existing rules. It shall review them and recommend such editorial or other changes it deems necessary to avoid conflict with other rules, to enhance clarity and precision, and to avoid ambiguity.
5. Initiate rules or changes in existing rules and recommend them to the steering committee for scheduling for senate action

Article III. Membership

Section 1. Membership

According to University Rule 3335-5-47.3 (A), the Rules Committee consists of ten members.

1. Six faculty senators appointed by the executive committee of the faculty council
2. Three student senators
 - a. One Graduate Student
 - b. One Professional Student
 - c. One Undergraduate Student
3. One Administrator, the secretary of the university senate.

There are also three non-voting, ex-officio members (or their designees):

1. Executive Vice President and Provost

2. Senior Vice President and General Counsel
3. Recording Secretary of the University Senate

Section 2. Term of Appointment

In accordance to rule 3335-5-47 (B) (3), terms of appointment are defined as:

- a. Faculty members shall serve two-year terms and are eligible for immediate reelection or reappointment to a second term. Faculty may serve no more than 2 consecutive terms (4 years) on the committee.
- b. Student members shall serve one-year terms and shall be eligible for reappointment

Section 3. Calendar year.

Each term begins on August 15 of the appointment year.

Section 4. Responsibilities.

Members are expected to attend meetings, to contribute collegially to discussions, to send and receive e-mails from the membership and officers, and to study relevant issues or cases which are placed before the committee.

Article IV. Chair

Section 1. Eligibility.

Only faculty members with a minimum one year of Rules Committee experience are eligible to be Chair.

Section 2. Election.

The chair is elected by a recorded majority (6) vote of the voting membership.

Section 3. Term and Schedule.

A Chair is elected every spring to serve as Chair during the following year.

Section 4. Duties of Chair.

The Chair calls and presides over all meetings of the Rules Committee and is responsible for the general direction of the Rules Committee and for setting the agenda of each meeting and assuring that minutes are kept and distributed. The Chair will distribute an agenda prior to each scheduled meeting via e-mail.

The Chair is responsible for complying with all reporting requirements, including the initial drafting of the annual report. At the conclusion of each Academic Year, the Chair ensures that the annual report and an accurate copy of these Bylaws are submitted to the Secretary of the University Senate.

The Chair is responsible for ensuring Whereas statements are written and presented to the Steering Committee. The Chair is responsible for reporting to Steering and representing the Committee before the Senate. Additionally, the Chair serves as a member of the Faculty Cabinet.

Article V. Meetings.

Section 1. Scheduling.

Notice of a meeting must be made via e-mail to all Rules Committee members as early as possible but at least a week in advance of any regular meeting. All meeting announcements must contain a time and

place. All reasonable attempts will be made to schedule meetings of the Rules Committee at a time convenient for the membership.

The Chair will circulate an agenda before the meeting. The agenda will include, among others, the topics to be discussed and the issues to be voted on in the meeting. The Rules Committee will not vote in a meeting on issues that were not included in such agenda.

Section 2. Public.

At regular meetings of the Rules Committee, all members of the University are welcome to attend. The Chair may request non-members to be present at a regular meeting of the Rules Committee.

Section 3. Quorum.

A majority of the voting membership constitutes a quorum. When a quorum is present, the action of the majority of those present shall constitute the action of the entire Rules Committee, except as provided in these Bylaws.

Section 4. Electronic voting.

Business of the Rules Committee may be conducted electronically. Proposal will be sent by the Chair via email containing the text of the proposal and the deadline for voting. The proposal, if approved by a majority of the voting members, will be binding and forwarded to the Steering Committee for review.

A record of all such proposals and the results of such votes will be recorded in the minutes of the next regular meeting of the Rules Committee.

Article VI. Super Majority Votes.

Section 1: Bylaws

Establishment and amendment of these bylaws will require at least 2/3 of the committee membership.

Article VII: Revision History

Revised and approved:

- Nov. 29, 2018